

 <p>KENTUCKY CORRECTIONS Policies and Procedures</p>	Policy Number	Total Pages
	Date Filed	Effective Date
Authority/References	Subject	
KRS 196.030(16), 196.035, 439.480 P & P ACA 3D-01, 3D-06, 3D-07	PROBATION AND PAROLE PROCEDURES	

I. DEFINITIONS

“Corrections Policies and Procedures” means a reference guide which explains the functions of Corrections.

II. POLICY and PROCEDURE

The Division of Probation and Parole shall maintain operational policies and procedures. These written policies and procedures shall be made available to all employees, volunteers, and, when appropriate, to offenders on supervision, as described below. (3D-01)

A. Formulation and Development of Policies and Procedures

All agency employees shall be encouraged to participate in the formulation of policy and procedures. (3D-07)

1. A rough draft of a new policy and procedure shall be reviewed by the Director of Probation & Parole or designated staff and then forwarded to each District Supervisor who shall circulate the rough draft for comment among staff. A deadline shall be stated for responses to be received.
2. Any comment or recommendation received by the District Supervisor shall be forwarded to the Director’s Office for consideration by the specified deadline.
3. Any necessary changes in the draft policy and procedure shall be made by designated staff.

B. Distribution of Corrections Policies and Procedures Regarding Chapters twenty-seven (27) and twenty-eight (28)

1. Initial Distribution: Chapters twenty-seven (27) and twenty-eight (28) shall be available to all staff by accessing the Corrections’ website.

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2. Distribution of Revisions: All changes in the existing policies and procedures shall be forwarded via e-mail to all employees of the Division of Probation and Parole.

C. Corrections Policies and Procedures

A complete set of Corrections Policies and Procedures shall be available to each Probation and Parole employee through the Intranet. Unsecured Corrections Policies and Procedures are available to the public on the Department of Corrections website.

D. Annual Review of Corrections Policies and Procedures

The Director of Probation & Parole, agency administrator, or designated staff shall review the Corrections Policies and Procedures that pertain to Probation and Parole annually and update them as procedures change, to ensure continued compliance with agency goals and operations. (3D-06)